



## Request for 3<sup>rd</sup> Party Travel Bill

**10-Digit DCN:**  
1801AAT022

**TM #:**  
TAA05HP3

### Amount to Bill

**Accounting (FY/Appr/Budget Orgn/PRC):**

**BOC:** FY 2017/2018 Approp B / Budget Org 01A / PRC: ZZZME8

**Amount:** \$587.24

**The Cincinnati Finance Center will prepare the bill. Please indicate who, how much, and where to send the bill below: [If more than one billing address is required, please indicate amount to bill each party]**

**Billing Address:**

**Name/ Company:** American Law Institute

**Street Address:** 4025 Chestnut Street

**City, State, Zip:** Philadelphia PA 19104

**Amount:** \$550.27

**Billing Address:**

**Name/ Company:**

**Street Address:**

**City, State, Zip:**

**Amount:**

**The following is required and should be attached to this cover sheet:**

- ☒ Travel Voucher
- ☒ Original Receipts
- ☐ 3<sup>rd</sup> Party Expenses form signed [if given to traveler]
- ☒ Approved Ethics form
- ☒ 3<sup>rd</sup> Party Invitational Letter [e-mail is sufficient]
- ☐ ITP for International Travel
- ☐ Currency Conversion [if applicable]

**Mail to:**

**US EPA Attn: Travel Branch 26 W. MLK Dr.,  
MS-002, Cincinnati, OH 45268**

**Program Office POC:**

**Telephone:**

**Travel Branch POC:**

**Telephone:**

**Date Received by A/R Branch**

**Document Header Information**

Document Type:	Vch	Document Name:	VCH173631
Travel Authorization Number:	TAA05HP3	Trip Name:	Presentation to American Law Institute
TA Date:	02/16/18	Currency:	USD
Organization:	EPAR01ORA	Current Status:	PREPARED
Purpose:	4-SPEECH OR PRESENTATION	Document Detail:	Provide presentation to American Law Institute on EPA priorities and initiatives. Alex is accepting ALI's offer of one night of lodging 2/7 which is approved by OGC Ethics. Washington Plaza Hotel - Confirmation (b) (6) Alex is lodging the rest of her trip with family. 3rd Party Billing Form will be submitted to the travel help desk via email
Type Code:	TEMPORARY DUTY		

**Traveler Profile**

Name:	DUNN, ALEXANDRA D	TID:	(b) (6)
Organization:	EPAR01ORA	Duty Station:	
Card:	NO ADVANCE	Office Address:	5 Post Office Square Suite 100  Boston, MA 01209
EMAIL:	dunn.alexandra@epa.gov	Office Phone:	617-918-1012

**Document Information**

Trip Number:	1
Purpose:	Provide presentation to American Law Institute on EPA priorities and initiatives. Alex is accepting ALI's offer of one night of lodging 2/7 which is approved by OGC Ethics. Washington Plaza Hotel - Confirmation #: (b) (6) Alex is lodging the rest of her trip with family. 3rd Party Billing Form will be submitted to the travel help desk via email

**Itinerary Locations**

From	To	Itinerary Location	Purpose	Per Diem Rates
02/07/18	02/11/18	WASHINGTON, DC	4-SPEECH OR PRESENTATION	201.00 / 69.00

**Document Totals**

Total Expenses:	587.24
Reimbursable Expenses:	587.24
Non-Reimbursable Expenses:	.00
Advance Applied:	.00
Net to Traveler:	197.73
Net to Government:	.00
Pay to Charge Card:	389.51

**Document Totals by Expense Category**

Expense Category	Cost	Advance Amount
Com. Carrier	156.86	.00
Hotel Tax	23.53	.00
Lodging-PerDiem	159.00	.00
M&IE-PerDiem	172.50	.00
Mileage	26.16	.00
Misc Expense	34.44	.00
Transaction Fees	14.75	.00
Total Expenses:	587.24	.00

**Trip 1 Details****Reservations Summary**

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	American Airlines	(b) (6)		148.60
COMM-CARR	American Airlines	(b) (6)		.00

## Trip Itinerary

**From: BOS-Boston, MA (USA) (Logan IntL. Apt) TO: DCA-Washington, DC (USA) (National Apt)**

**Air**

**Wednesday February 07, 2018**

**BOS-Boston, MA (USA) (Lo to DCA-Washington, DC (USA))**

Feb 07 American Airlines 2120 Duration: Unknown Nonstop  
 Boston, MA (USA) (Logan IntL. Apt) 02/07/2018 7:00PM Washington, DC (USA) (National Apt) 02/07/2018 8:54PM  
 Confirmation Number: (b) (6)

### Flight Information

Distance 398 miles

No Seat Assigned

Emissions 155.2 lbs of CO2

Cost 148.60 USD

**Sunday February 11, 2018**

**DCA-Washington, DC (USA) to BOS-Boston, MA (USA) (Lo**

Feb 11 American Airlines 2124 Duration: Unknown Nonstop  
 Washington, DC (USA) (National Apt) 02/11/2018 3:30PM Boston, MA (USA) (Logan IntL. Apt) 02/11/2018 5:08PM  
 Confirmation Number: (b) (6)

### Flight Information

Distance 398 miles

No Seat Assigned

Emissions 155.2 lbs of CO2

## Expenses

Trip#: 1		Total Non-Per Diem Expenses:	255.74	Total Per Diem Expenses:	331.50
Date	Description	Category	Cost	Pay Method	Per Diem
02/06/2018	Travel Fee	Com. Carrier	8.26	GOVCC	
Comment: OTRS Domestic-Intl w-Air-Rail					
02/07/2018	Airline Flight	Com. Carrier	148.60	GOVCC	
Comment: The RA booked flight home with personal means due to uncertainty of shutdown. Return leg of round-trip flight in Concur was refunded \$74.30. Personal flight costs \$268.30.					
02/07/2018	Hotel Tax (CONUS & OCONUS Only)	Hotel Tax	23.53	GOVCC	
02/07/2018	Lodging	Lodging-PerDiem	159.00	GOVCC	*
02/07/2018	M&IE	M&IE-PerDiem	51.75	PERSONAL	*
02/07/2018	POV-Airport/Terminal	Mileage	26.16	PERSONAL	
02/07/2018	Trans - Airport/Hotel	Misc Expense	34.44	GOVCC	
02/08/2018	M&IE	M&IE-PerDiem	69.00	PERSONAL	*
02/11/2018	M&IE	M&IE-PerDiem	51.75	PERSONAL	*
02/16/2018	TDY Voucher Fee	Transaction Fees	14.75	GOVCC	

## Per Diem Allowances

Trip#: 1 Total Per Diem Allowances: 331.50

Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B L D Conf%
02/07/2018	201.00/ 69.00	159.00	159.00	51.75	51.75	
02/08/2018	201.00/ 69.00	0.00	0.00	69.00	69.00	
02/09/2018	201.00/ 69.00	0.00	0.00	0.00	0.00	
02/10/2018	201.00/ 69.00	0.00	0.00	0.00	0.00	
02/11/2018	201.00/ 69.00	0.00	0.00	51.75	51.75	

## Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
EPAR01ORA	17 ORA-B1	AAT.20172018.B.01A.ZZZME8.ME010100.	GOVCC	388.58
EPAR01ORA	17 ORA-B1	AAT.20172018.B.01A.ZZZME8.ME010100.	PERSONAL	198.66

**Totals by Label**

EPAR01ORA	17 ORA-B1 Total	AAT.20172018.B.01A.ZZZME8.ME010100.	587.24
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**Totals by Payment Method**

GOVCC Total	388.58
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PERSONAL Total	198.66
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**Document History 02/20/2018 Vch: VCH173631****Copyright 1989-2009 Concur Government Edition: Concur Inc. DUNN, ALEXANDRA D. (b) (6)**

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	02/16/2018	12:47PMEST	TRUONG, VINH	
PREPARED	02/16/2018	1:14PMEST	TRUONG, VINH	

**I certify that the electronic signatures listed above are valid and on file**

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**SIGNED DATE****Document Signatures**

Traveler/Preparer Name:

Traveler/Preparer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approver Name: \_\_\_\_\_

Approver Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Expense	Booked	Reimbursable by ALI	Amount	Notes
Flight – outbound	Concur	yes	74.30	Booked as round trip; cancelled return leg due to shutdown; master card credited \$74.30 on 2.12
Flight- inbound	Alex booked personally	Yes, per Ethics office	268.30	EPA does not pay for this part of the trip
Hotel	Booked outside of Concur	yes	182.53	
Cab on 2.8 a.m.	By Alex on govcad	Yes	8.18	From ALI to EPA; Includes 15% tip
Cab on 2.8 p.m.	By Alex on govcad	No	9.30	From EPA to Senator Leahy's office; includes 15% tip
Uber on 2.11	By Alex; on personal card	Yes	16.96	From airport to POCH; Includes tip less than 15%



To view your trip via Viewtrip, please click [here](#)

### Ticket Receipt

Total Amount: 156.86 USD

This ticket information applies to the following trip(s):

American Airlines Flight 2120 from Boston MA to Washington DC on January 25

American Airlines Flight 2149 from Washington DC to Boston MA on January 31

ElectronicTicket Number: (b) (6)

Invoice Number: 000190023

Ticket Amount: 148.60 USD

Form of Payment: CA\*\*\*\*\* (b) (6)

Service Fee Number: 8900719164895

Service Fee Amount: 8.26 USD

Form of Payment: CA\*\*\*\*\* (b) (6)

### Travel Summary – Agency Record Locator T4LFHO

#### Traveler

DUNN / ALEXANDRA D

Reference number by traveler: (b) (6)

Date	From/To	Flight/Vendor	Status	Depart/Arrive	Class/Type
01/25/2018	BOS-DCA	AA 2120	Confirmed	07:00 PM/08:54 PM	Economy / G
01/31/2018	DCA-BOS	AA 2149	Confirmed	02:30 PM/04:01 PM	Economy / G

### AIR - Thursday, January 25 2018 - Agency Record Locator T4LFHO

American Airlines Flight AA2120 Economy		Online check-in
Depart:	Logan International, Terminal B Boston, Massachusetts, United States 07:00 PM Thursday, January 25 2018	
Arrive:	Ronald Reagan National, Terminal C Washington, District of Columbia, United States 08:54 PM Thursday, January 25 2018	
Duration:	1 hour(s) and 54 minute(s) Non-stop	
Status:	Confirmed - American Airlines Record Locator: (b) (6)	
Equipment:	Airbus Industrie A319	
Seat:	Assigned at Check-in	
Distance:	398 miles / 640.382 kilometers	
CO2 Emissions:	175.12 lbs/79.6 kgs	
Remarks:	FOR UP TO DATE TRAVEL INFORMATION ON AIRLINE CHECK-IN/RESTRICTIONS/LIMITATIONS/SECURITY. PLEASE CHECK WWW.AA.COM NO FREQUENT FLYER IN YOUR PROFILE FOR CARRIER BOOKED	

### AIR - Wednesday, January 31 2018 - Agency Record Locator T4LFHO

American Airlines Flight AA2149 Economy		Online check-in
Depart:	Ronald Reagan National, Terminal C Washington, District of Columbia, United States 02:30 PM Wednesday, January 31 2018	
Arrive:	Logan International, Terminal B Boston, Massachusetts, United States 04:01 PM Wednesday, January 31 2018	
Duration:	1 hour(s) and 31 minute(s) Non-stop	
Status:	Confirmed - American Airlines Record Locator: (b) (6)	
Equipment:	Airbus Industrie A319	
Seat:	Assigned at Check-in	
Distance:	398 miles / 640.382 kilometers	
CO2 Emissions:	175.12 lbs/79.6 kgs	
Remarks:	NO FREQUENT FLYER IN YOUR PROFILE FOR CARRIER BOOKED	

*Cancelled*

**Remarks**

FOR 24/7 TRAVEL ASSISTANCE PLEASE CONTACT  
THE BCD TRAVEL TEAM AT 1-866-964-1346  
FOR OUTSIDE THE US CALL COLLECT 770-829-2609  
FOR THE HEARING IMPAIRED- PLEASE DIAL 711  
TO ACCESS RELAY SERVICE- PROVIDE PHONE  
NUMBER OF 1-866-964-1346 TO ACCESS TRAVEL  
\*\*\*\*\*

DUE TO RECENT CHANGES IN THE FY15 GOVERNMENT CITY PAIR  
PROGRAM/PPP YOUR AIR RESERVATIONS ARE SUBJECT TO  
CANCELLATION BY THE AIRLINES IF NOT TICKETED AT LEAST  
48 HOURS PRIOR TO SCHEDULED DEPARTURE  
PLEASE ENSURE ALL NECESSARY APPROVALS ARE PROCESSED IN  
ACCORDANCE WITH YOUR AGENCY'S BUSINESS RULES BUT NO LESS  
THAN 3 BUSINESS DAYS PRIOR TO DEPARTURE TO ENSURE TICKETING.  
THIS 48 HOUR CANCELLATION RULE DOES NOT APPLY TO  
INTERNATIONAL RESERVATIONS UNLESS YOUR TRIP HAS DOMESTIC  
CONNECTIONS ON MORE THAN ONE AIRLINE OR THESE  
RESERVATIONS REQUIRE SEPARATE AIR TICKETS.  
\*\*\*\*\*

CHECK-IN TIMES ARE 90 MINUTES PRIOR TO DEPARTURE  
FOR DOMESTIC FLIGHTS OR 120 MINUTES FOR INTERNATIONAL  
ELECTRONIC TICKET/S/ WILL BE ISSUED FOR THIS TRIP  
CHECKED BAGGAGE POLICIES VARY BASED ON CARRIER AND FINAL  
DESTINATION. FOR THE LATEST INFORMATION PLEASE CHECK  
WITH YOUR TRAVEL CONSULTANT OR THE AIRLINES WEBSITE.

24Jan/03:11PM

<b>Estimated trip total</b>				<b>148.60 USD</b>
<b>Air</b>	<b>Car</b>	<b>Hotel</b>	<b>Rail</b>	<b>Other</b>
148.60 USD				
<b>Fare details: Ticketed</b>				
<b>Vendor</b>	<b>Fare information</b>	<b>Refund restrictions before departure</b>	<b>Change restrictions after ticketing</b>	<b>Ticket information</b>
Air AA2120 25Jan AA2149 31Jan	Total: USD 148.60	REFUND RESTRICTIONS MAY APPLY	CHANGE RESTRICTIONS MAY APPLY	
All quotes are provider quotes excluding possible taxes and charges en route. Currency conversions shown in this itinerary receipt are done using the bank rate applicable at the date shown in the header of this document. Please note that some local taxes and charges may be invoiced during your trip and cannot be shown at time of reservation.				

**Advice to Passengers****Transportation of Hazardous Materials**

Federal law forbids the carriage of hazardous material aboard the aircraft, in your luggage, or on your person. A violation can result in 5 years imprisonment and penalties of \$250,000 or more (49 U.S.C 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials.

**Forbidden Dangerous Items Examples:**

Paints, lighter fluid, fireworks, tear gases, oxygen bottles and radiopharmaceuticals. There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage and certain smoking materials carried on your person. For further information, contact your airline representative.

Note: Spare batteries and fuel cells are not permitted in checked or hold baggage. These items **MUST** be packed in carry-on baggage. If your carry-on bag is gate checked, the spare batteries and fuel cells must be removed and carried in the cabin.

Email generated on 24Jan/9:11 PM UTC

To access historical itineraries/travel receipts click [here](#).



# RB properties, inc.

The Henley Park Hotel • State Plaza Hotel • Hotel Lombardy  
Morrison-Clark Inn • Washington Plaza

Dapolito Dunn, Alexandra  
USEPA  
Suite 350  
50 F Street NW  
Boston, MA 02109

Arrival Date: 02/07/18  
Departure Date: 02/08/18

No. In Party: 1  
Folio Number: 11S8J1

Room Number: 632

Date	Transaction	Description	Charges	Payment
02/07/18	ROOM 1	Room Charge	-- 159.00	
02/07/18	RMTX 1	Room Tax 14.8%	-- 23.53	
02/08/18	PYMC 1	(b) (6)	KD	182.53
Subtotals			\$ 182.53	182.53

PAID IN FULL --- THANK YOU!

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person or company or association fails to pay for any part of the full amount of these charges. I also agree that all charges contained in this account and any disputes or requests for copies must be made within five days of my departure.

Guest Signature \_\_\_\_\_



February 12, 2018

0 nv.dc.gov/

Cab E226  
--ORIGINAL--

Elias Tekle

Cab # E226

CUSTOMER COPY

02/08/18 TR 41

START END MILES

10:17 10:23 0.0

Regular Fare

Fare: \$ 6.86

Extra: \$ 0.00

Toll: \$ 0.00

Srch: \$ 0.25

Tip: \$ 2.00

TOTAL: \$ 9.11

~~6.86~~  
~~x .15~~

Card:

(b) (6)

AUTH: 014649

DFW COMPLAINTS

1 TNC 4/18

~~7.11~~

8.18

Lindsay, Jane

---

**From:** Dunn, Alexandra  
**Sent:** Thursday, February 08, 2018 5:53 PM  
**To:** Lindsay, Jane  
**Subject:** Fwd: Receipt from Bay Cab

Cab from epa HQ to sen leahy office

Sent from my iPhone

Alexandra Dapolito Dunn, J.D. , Regional Administrator

Region 1 New England. *This email is for official EPA business only and is subject to disclosure under the Freedom of information Act*

Begin forwarded message:

**From:** Bay Cab via Square <[receipts@messaging.squareup.com](mailto:receipts@messaging.squareup.com)>

**Date:** February 8, 2018 at 3:03:35 PM EST

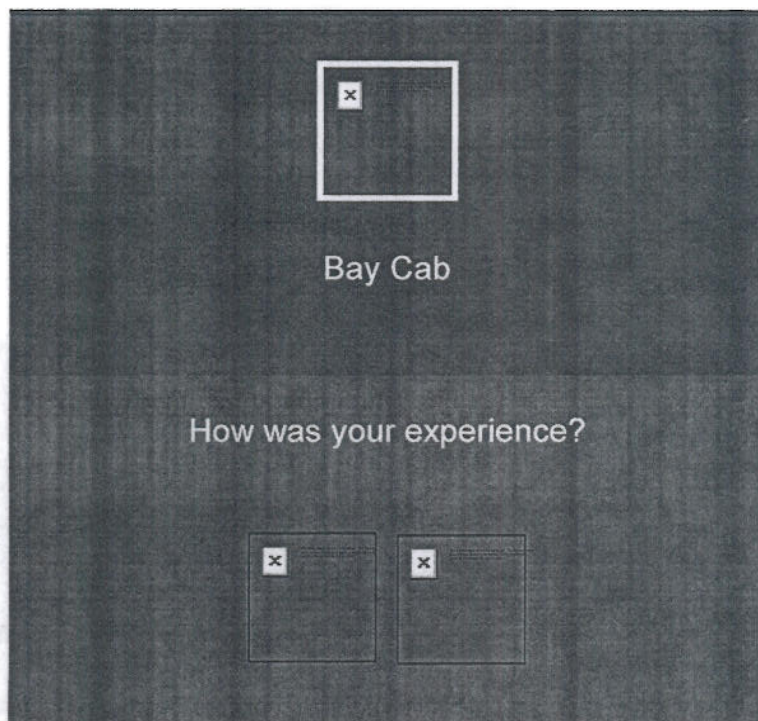
**To:** [dunn.alexandra@epa.gov](mailto:dunn.alexandra@epa.gov)

**Subject:** Receipt from Bay Cab

**Reply-To:** Bay Cab via Square

<[r\\_mfzegqljmnnohzl2nbluwrcgijvsw46kbo5wxk6sniv.rYUZ.iByfaCw7EZ72wxMw.ef66aac3d7aed3d0ebc752bacad3117b848c9f8c@reply.squareup.com](mailto:r_mfzegqljmnnohzl2nbluwrcgijvsw46kbo5wxk6sniv.rYUZ.iByfaCw7EZ72wxMw.ef66aac3d7aed3d0ebc752bacad3117b848c9f8c@reply.squareup.com)>

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



\$9.30

Custom Amount \$9.30  
[https://ezmetriq.com/r/54017\\_2ASBB1NO](https://ezmetriq.com/r/54017_2ASBB1NO)

Total \$9.30



Bay Cab  
202-510-7252

(b) (6)

Feb 8  
2018  
at 3:03  
PM  
#CAic  
Auth  
code:  
095563

© 2018 Square, Inc.

1455 Market Street, Suite 600  
San Francisco, CA 94103

© Mapbox © OpenStreetMap Improve this map

[Square Privacy Policy](#) · [Not your receipt?](#)  
[Manage preferences](#) for digital receipts





**\$9.30**

Trip ID: 54017\_2ASBB1NO

Transaction ID: a4b6f074-243d-461b-ba93-b63061339ae2

Company: Bay Cab DC

Company Phone Number: 1 202-543-1919

Face ID: 54017

PVIN: C520

Driver: Jerome Jones

**A**

Pickup: 2/8/2018 2:56 PM

1222 Pennsylvania Ave NW, Washington, DC 20004, USA

Time travelled: 00:06:49.6960000

Distance traveled: 1.28 miles

**B**

Drop off: 2/8/2018 3:03 PM

2-90 Constitution Ave NE, Washington, DC 20002, USA

## Your Fare

Rate	default
Fare	\$7.84
Discount	\$0.00
Surcharge	\$0.25
Toll	\$0.00
Gratuity	\$1.21

**Lindsay, Jane**

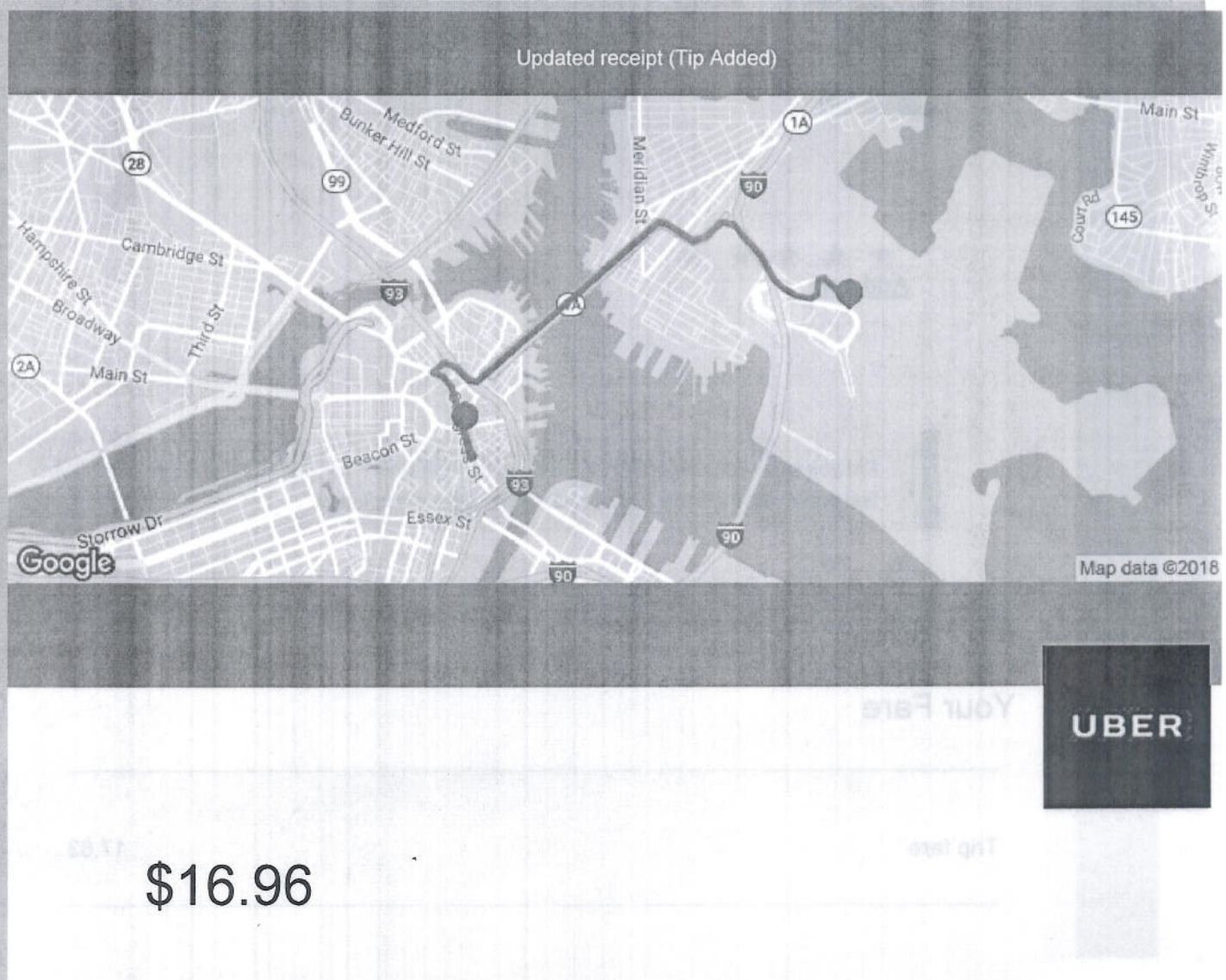
---

**From:** Alexandra Dunn <alexandraddunn@gmail.com>  
**Sent:** Friday, February 16, 2018 10:47 AM  
**To:** Lindsay, Jane; Dunn, Alexandra  
**Subject:** Fwd: Thanks for tipping! We've updated your Sunday evening trip receipt

Sent from my iPhone

Begin forwarded message:

**From:** "Uber Receipts" <uber.us@uber.com>  
**Date:** February 12, 2018 at 3:15:54 PM EST  
**To:** <alexandraddunn@gmail.com>  
**Subject:** Thanks for tipping! We've updated your Sunday evening trip receipt



Subtotal \$17.63

Wait Time (?) 0.33

Promotion -2.00

---

CHARGED

**\$15.96**

(b) (6)

---

Tip 1.00

CHARGED

**\$1.00**

(b) (6)




**Compass Data  
Warehouse**

**Document Review**
**EPA  
Travel  
Card  
Inquiry**

02/16/2018  
10:53:53  
Welcome

**Current Card Data**

<b>Account Name:</b> Alexandra D Dunn	<b>Phone:</b> (617)918-1012	<b>Total Past Due:</b> \$0.00
<b>Open Date:</b> 01/10/2018	<b>Exp. Date:</b> 01/2021	<b>Total Balance:</b> \$0.00
<b>Account Status:</b> Open	<b>Credit Line:</b> \$15,000.00	<b>Available Credit:</b> \$15,000.00

**Activity Since Last Statement**

<b>Posted</b>	<b>Trans Date</b>	<b>Merchant Description</b>	<b>Amt</b>	<b>Debit Credit</b>
02/15/2018	02/14/2018	Payment Received - Thank You	\$485.95	Credit
02/13/2018	02/12/2018	Cgevch172332 C00307ixx054 WA 980520000	\$14.75	Debit
02/12/2018	02/09/2018	American 0017011464889 Phoenix AZ	\$74.30	Credit
02/12/2018	02/08/2018	Washington Plaza Hotel Washington DC 200050000	\$182.53	Debit
02/09/2018	02/08/2018	Square *Sq *Bay C Olney MD 208320000	\$9.30	Debit
02/09/2018	02/08/2018	Cmt Washington24010019 Washington DC 200020000	\$9.11	Debit
02/08/2018	02/07/2018	Square *Sq *Uvc Washington DC 200050000	\$22.06	Debit
02/08/2018	02/06/2018	American 00170114648896 Jacksonville FL 850340000	\$148.60	Debit
02/08/2018	02/06/2018	Agent Fee 89007191658512 Bcd Travel FL 222010000	\$8.26	Debit
02/01/2018	01/31/2018	Squ*Sq *Cab Gosq.Com Arlington VA 222040000	\$14.83	Debit
02/01/2018	01/31/2018	Square *Sq *Uvc Arlington VA 222020000	\$16.76	Debit
01/31/2018	01/30/2018	Omni Shoreham Washington DC 200080000	\$282.75	Debit
01/26/2018	01/24/2018	American 00170074735154 Jacksonville FL 850340000	\$148.60	Debit
01/26/2018	01/24/2018	Agent Fee 89007191648955 Bcd Travel FL 222010000	\$8.26	Debit

[Warehouse Homepage](#)
[EPA@Work Home](#) | [EPA Internet](#)
[https://V1742TRTAY006.RTP.EPA.GOV/neis/travcard.card\\_review](https://V1742TRTAY006.RTP.EPA.GOV/neis/travcard.card_review)

**From:** JetBlue Airways  
**To:** [Truong, Vinh](#)  
**Subject:** Receipt Request  
**Date:** Friday, February 16, 2018 3:14:47 PM

JetBlue Receipt



## TRAVEL PURCHASE

**Date:** February 10, 2018

**Record Locator:** (b) (6)

**Ticket Number(s):** 2792194082121

**Traveler(s):** DUNN, ALEXANDRA DAPOLITO MRS

Flight Details:	Flight Number	City Pair
	854	DCA-BOS

**Travel Date:** February 11

**Base Fare:** \$236.28 USD

**Taxes:** \$32.02 USD

**Base Fare Total:** \$268.30 USD

**Payment(s):**

(b) card XXXXXXXXXXXX (b) (7) \$268.30 USD

**TOTAL PAID\*: \$268.30 (USD)**

\*Includes all fares, taxes, fees and penalties less any amounts refunded

Please call 1-800-JETBLUE (1-800-538-2583) for additional assistance.

Positive identification required for airport check-in.

**Notice:**

Carriage and other service provided by the carrier are subject to conditions of carriage, which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. E-ticket Receipt total includes airfare, taxes, and fees applicable to air care, baggage fees, and Even More fees, as may be applicable.

IMPORTANT LEGAL NOTICE

Status &gt;&gt;&gt;

New Form

&lt;&lt;&lt; Status

Traveler Information (click here to open/close)

**EPA**Approval to Accept Travel  
Under Ethics Reform Act of 1989**Event Location**

Washington Plaza Hotel, Washington DC

**Travel Starts**

02/07/2018

**Traveler's Role** ⓘ

Official Duty



Outside Activity

**Travel Ends**

02/08/2018

**Event Sponsor(s)** ⓘ

American Law Institute

**DEO or designee****Employee Name**

Alexandra Dunn

**Title**

Regional Administrator

**Organization**

EPA Region 1

**Phone Number**

617 918 1012

**Purpose of Event** ⓘ

Presentation on EPA priorities &amp; initiatives

**Spousal expenses included?**

Yes



No

**Who is the non-federal person(s) or entity(s) paying travel expenses?** ⓘ**Name of Organization:** American Law Institute**Address:** 4025 Chestnut Street, Philadelphia PA 19104**What kind of entity is this?** ⓘ☐ for-profit

state/local government



College/University

☒ not for-profit

foreign government



Other (explain below)

**Describe the entity (source) paying travel expenses.** If the source of the travel expenses is an organization, describe the membership of the organization. For example, the "Center for Sound Science" may be largely made up of companies which produce chemicals regulated by your program or interest groups who take a position on our policies or regulations. (You can attach files below.)

Is this source a party to a matter that is pending before you for decision, such as a contract or assistance agreement matter, permit, license, etc.? If "Yes", then acceptance of travel expenses cannot be approved



Yes



No

Is this source paying the travel through an EPA contract, Federal assistance agreement OR FEDERAL GRANT (including a recipient's matching share)? If "Yes", then acceptance of travel expenses cannot be approved ⓘ



Yes



No

Is this source otherwise affected by EPA matters in which you participate?



Yes



No

If "Yes," describe the matter and attach explanation (below). ⓘ

**Itemization of benefits** ⓘ**Amount & METHOD of payment** ⓘ**IN KIND****IN CASH**

ticket, meals etc., est. the \$ must be a check etc. made out to EPA

Common carrier transportation

\$ 0.00

\$ 250.00

Meals

\$ 0.00

\$ 25.00

Lodging

\$ 0.00

\$ 185.00

Local transportation

\$ 0.00

\$ 50.00

Waiver of fees ⓘ

\$ 0.00

\$ 0.00

Other (specify)

\$ 0.00

\$ 0.00

Sub Total

\$ 0.00

Sub Total \$ 510.00

**TOTAL** →→→→→ \$ 510.00



(NOTE: For travel outside the United States, different rules may apply. Check with your ethics advisor.)

**Does this amount exceed the amount payable under Federal Travel Regulations?**

(see <http://www.gsa.gov> for per diem rates)

☐ Yes ☒ No

**Any other explanations or attachments** ⓘ

Traveler's Certification

By: 

*Myra L. S. [Signature]*

Date:

*2/16/18*

CZ014

MEMORANDUM

TO: Planning Chairs and Faculty

FROM: Amy Weinberg

RE: **Environmental Law**, February 8-9, 2018, in Washington, D.C., at the Washington Plaza Hotel

DATE: November 14, 2017

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Thank you for agreeing to participate as a member of the faculty for the above-referenced ALI CLE course. Please take the time to review the attached documents:

1. Faculty contact list.
2. Information about the live webcast and subsequent archived recordings of the course, and PowerPoint slide guidelines.
3. Sample announcement and invitation to colleagues and clients to attend the course at reduced rates.
4. Hotel room request form, which, if applicable, must be submitted to my assistant, Pam McCutcheon DeLarge, no later than Wednesday, December 12<sup>th</sup>. **Please note that this hotel has a 72 hour cancellation policy.** To avoid a no-show charge, please notify the hotel and us in advance of the cancellation deadline if you will not need this room. Thank you.
5. Faculty expense reimbursement policy and guidelines.

**Course Brochure:** Please refer to the online course brochure at <https://www.ali-cle.org/CZ014> for the most up-to-date program and faculty listing. Please note the date and time of your session and plan your presentation accordingly. We also encourage you to share the web address with colleagues and clients who might be interested in attending the program. If you would like any hard copies of the brochure for distribution, please contact us.

**Study Materials:** Course study materials, including power points, should be emailed to me at [aweinberg@ali-cle.org](mailto:aweinberg@ali-cle.org) and to my assistant, Pam, at [pmccutcheon@ali-cle.org](mailto:pmccutcheon@ali-cle.org) no later than **Thursday, January 11, 2018**. In your cover email, please indicate which session each document applies to. NOTE: As part ALI CLE's effort to go green, course materials will be made available in electronic format for download only. *Print materials will not be distributed on-site.* Please be sure to bring a laptop or tablet with you to the program to access the study materials.

**Copyright:** ALI has the copyright to the collective work in which your Content will appear. Content means spoken, written, and/or audio-visual presentations you create as a volunteer faculty member or author for ALI. You retain the individual copyright to your own Content, allowing you to freely sell or otherwise distribute it and revise or republish it at will. Submission of your Content to ALI grants ALI a nonexclusive license to edit, reproduce, sell, and otherwise distribute all or portions of your Content under your name, individually or as part of collective and derivative works, in any media (including electronic) now known or that might be created. **Note:** Any use by you in your Content of spoken, written, and/or audio-visual (including web-based) material created by others is a representation by you to ALI that you have obtained the rights necessary to such material for the benefit of ALI with respect to the nonexclusive licenses described above.

**Please notify ALI CLE in advance** if you are embedding any audio or video clips in your slides. In addition to potential technical issues, audio and video (even from YouTube) can be subject to copyright, and use by you in your presentation of audio or video materials created by others is a representation by you to ALI that you have obtained the rights necessary to such material for the benefit of ALI.

**Faculty Discounts and Outreach:** We encourage you to promote your upcoming speaking engagement through your own outreach and/or your organization's web site, events calendar, and social media outlets. **To thank you for your voluntary participation, ALI CLE is pleased to provide you with one complimentary registration to the in-person course and a 50% discount for all additional registrations to the course or webcast, which we encourage you to extend to your colleagues and clients.** To request the complimentary registration, please contact the course attorney handling your program. The 50% discount can be obtained by entering the coupon code ALIFACULTY at checkout online or by calling ALI CLE Customer Service at 800-CLE NEWS. A sample announcement and invitation is attached for your convenience to send to others in your organization and to your clients.

**Sponsorship:** We frequently receive requests from firms that are interested in supporting our programs as a way to obtain additional exposure and promotional consideration. As you are a valued faculty member, we are pleased to offer your organization the opportunity to underwrite this course before we make it available to the broader marketplace of sponsors. For more information and to ensure your sponsor slot, please contact our sponsorship coordinator, Dara Lovitz at [dlovitz@ali-cle.org](mailto:dlovitz@ali-cle.org).

**Strategic Outreach Initiative:** We welcome you to invite experienced associates or their equivalents from underrepresented groups to assist in the preparation of study materials for this course. To view ALI CLE's *Strategic Outreach Initiative*, please see our web site at [http://www.ali-cle.org/index.cfm?fuseaction=about.diversity\\_strategic](http://www.ali-cle.org/index.cfm?fuseaction=about.diversity_strategic).

If you have any questions or concerns, please feel free to contact me at [aweinberg@ali-cle.org](mailto:aweinberg@ali-cle.org) or by phone at (215) 243-1688 or my assistant Pam at [pmccutcheon@ali-cle.org](mailto:pmccutcheon@ali-cle.org) or (215) 243-1633.

ASW: pmd  
Attachments



THE AMERICAN LAW INSTITUTE  
Continuing Legal Education

**Environmental Law**

Cosponsored by the Environmental Law Institute

February 8-9, 2018  
Washington, D.C.

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To: ALI CLE Course Faculty  
Re: Live Webcasts of ALI CLE Courses of Study

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As you may know, we are webcasting most courses live via the Internet, including your forthcoming program, to make ALI CLE's excellent courses of study available to a wider audience. Individuals and groups will be able to view (or if audio-only, hear) the program on their computers or projected on large screens in their offices. The study materials are made available electronically in downloadable, searchable form.

For many would-be registrants, this arrangement removes the time, travel, and cost constraints that often discourage course attendance. For you, this means that your office can bring the course *in house* during the webcast<sup>1</sup>.

A technician on site will "stream" and record the entire live course, including opening remarks and Q&As. When concurrent sessions are scheduled, one session will be selected for live webcast, if appropriate.

**Keeping on schedule is important to your faculty colleagues as well as to the audience, particularly if your course is being made available in half-day segments as well as in its entirety.** If there are last-minute schedule or faculty changes, please bring those to the immediate attention of the ALI CLE staff attorney on site.

**To ensure program continuity, we request that questions from the audience be in written form.** Benefits to be gained from this should outweigh the loss of spontaneity, as the faculty is likely to contend with fewer interruptions and fewer redundant or ill-formed questions. Questions from the webcast audience will be printed and relayed to the faculty.

Attending an ALI CLE course of study presents unique opportunities for discussion and camaraderie. We hope that as those benefits become more apparent to new registrants, they will attend future courses on site. And when your office colleagues see/hear the live webcast and the archived course, they will better appreciate the time and expertise that you volunteered to participate on the course faculty.

We thank you in advance for your participation and cooperation.

---

<sup>1</sup>Instructions for the webcast will be e-mailed to you before the course.

# PowerPoint Slide Guidelines

## General

- Plain and simple, no office or company logos
- Light/dark contrast between background and text
- Same background on all slides
- Short and simple text
- Font styles available on both PCs and Macs

## Recommended Fonts Common to PCs and Macs

- Arial
- Lucida Sans Unicode
- Tahoma
- Trebuchet MS
- Verdana

## Text sizes

5"

- Heading 44pt
- Subtitle 32-36pt
- Paragraphs 28pt
- Explanatory text 24pt

## Readability Considerations

- Groups will be 20 or more feet away from the projected image.
- Computer screen image for slides will be approximately 5" x 4."
- More than 8 lines of text may lose the audience's attention.

## Suggested Color Combinations

- White or yellow on dark blue or black
- Orange on dark blue
- Dark blue or black on light gray
- No red, green, and multi-color backgrounds

## Special Effects: Caution

- Keep animations short. Avoid overly flashy transitions between slides.
- Notify ALI CLE staff if any audio or video clips are embedded in the slides.



## **Sample Course Faculty Invitation (with discount for your contacts)**

Dear Colleague:

As you may know, I am a featured speaker at the American Law Institute CLE (ALI CLE) annual course, **Environmental Law 2018**, being held **Thursday-Friday, February 8-9, 2018**, in Washington, DC.

This year's agenda promises to be a strong one, and I invite you to join me at the program. The American Law Institute CLE has graciously extended my colleagues a discount of **50% off the regular tuition** for in-person attendance or for attendance at the live video simulcast. To take advantage of these savings, please register online at <http://www.ali-cle.org/CZ014> and enter the coupon code **ALIFACULTY** at checkout.

I hope to see you in D.C.

Sincerely,

**Environmental Law**  
February 8-9, 2018, Washington, D.C.  
**CZ014**

**PLEASE RETURN THIS FORM BY: Wednesday, December 12, 2017**

**Name:** \_\_\_\_\_  
(Please print your name)

Please check one of the following:

\_\_\_\_\_ **I will need the following hotel accommodations:**

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Single Occupancy

\_\_\_\_\_ Double Occupancy

\_\_\_\_\_ Special requests: \_\_\_\_\_

\_\_\_\_\_ **I have made my own reservations at the site hotel. Following are my arrival/departure dates:**

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

\_\_\_\_\_ **I have made a reservation at \_\_\_\_\_. Following are my arrival/departure dates:**

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

\_\_\_\_\_ **I do not need a hotel reservation.**

**The site hotel is the Washington Plaza Hotel**

**(Please note that this hotel has a 72 hour cancellation policy. So as not to incur a no-show charge, please notify the hotel and us in advance of the cancellation deadline if you will not need this room.)**

## Travel and Other Expenses

### General:

Costs for travel and hotel functions have continued to rise since the bottom of the recession. Although we have increased tuitions, ALI CLE thus far has been able to continue to provide quality courses at fees that are competitive with those of other national CLE organizations. We have been able to do so primarily by imposing economies on phases of our operations that have minimal effect on the educational purposes and quality of our efforts, and by enlisting the cooperation of everyone involved, including our traveling faculty members. We ask that you read and follow the policies outlined below.

- ALI CLE will reimburse travel and lodging expenses of faculty from the **government and non-profit sectors** upon request.
- **ALI CLE generally will *not* reimburse private practice attorneys** for travel and lodging expenses; however, ALI CLE will reimburse a private sector attorney who feels that (s)he cannot participate without reimbursement *and* notifies us in advance of the program to make the necessary arrangements.
- No reimbursement can be made for a spouse's or partner's expenses.

All faculty are reminded that ALI is a 501(c)(3) organization, so tax deductions may be available for travel expenses. ALI CLE is happy to provide faculty who forgo reimbursement with complimentary course registrations or other products that may be worth at least as much as their financial contribution.

If you will be submitting for reimbursement, please contact us for an expense reimbursement form. To process your expenses for reimbursement, the form must be submitted to me **within 60 days** after the program, accompanied by receipts for all items of \$25 or more. (Credit card statements will not be accepted.) Please note that if you host a group faculty meal, you will need to list on your receipt the names of those attending.

Thank you for your understanding of these policies, which help ALI CLE keep course expenses down so that we can continue to offer quality CLE at a competitive price.

### Transportation:

Faculty should make their own transportation arrangements. Please note that ALI CLE will reimburse only:

- discounted, nonrefundable coach air fares
- non-Acela coach Amtrak fares
- taxi, UberX, and UberT fares (not limo, town car, UberBlack, UberSUV, or comparable services).

ALI CLE will not reimburse optional coach airfare upgrades or reimburse car rental costs (unless reasonable, necessary, *and* approved in advance). Please make your airline reservations as early as possible so as to secure the best available fare.

### Hotel Arrangements:

We have reserved a guaranteed block of rooms at the **Washington Plaza Hotel**. If you choose to stay elsewhere, please notify us in advance and note that we will only reimburse up to the same rate as that offered in the room block at our site hotel, or **\$159/night (single-double)**. **We shall reserve specific accommodations for you at the site hotel if you will let us know your requirements by returning the hotel form, included in this packet, by the due date specified.** If you subsequently change your plans for a later arrival, please notify both the hotel and us directly. Otherwise, since your room is guaranteed, the hotel will regard you as a no-show, charge for one night's lodging, and cancel your reservation.